

Number: Op2

Section: Operations

Responsibility of: Vice-President Internal

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**Purpose:** To provide creditability to the Union's club program and provide knowledge of basic club policy.

**Scope:** This policy applies to all clubs and services that are, or requesting to be, internally recognized by the Algoma University Students' Union.

**Policy:**

### 1. **Club Membership**

- a. For the purposes of this policy, a student club is defined as any group, club or "association" with a minimum of 60% of students who are currently enrolled at Algoma University.
- b. Faculty, management and staff may act in an advisory role to a student club if they are invited by the club to do so.
- c. Recognized student clubs represent the students of the club as a collectivity, it does not represent the Union as a whole.
- d. Recognized student clubs may carry on activities consistent with their registered goals within the student community.
- e. If any activities involve the external community, clubs must have such activities approved by the VP Internal.
- f. Approval will be normally granted so long as activities ensure the appropriate use of the Unions' image and name.

### 2. **Club Recognition**

- a. AUSU recognizes that clubs formed by students are a traditional part of campus life and contribute in a significant way to its intellectual, social and cultural diversity and richness.
- b. All groups seeking internal recognition by AUSU as a student club under this policy should be seen trying to attempt to contribute to the educational, recreational, social, or cultural values of AUSU.
- c. Recognition of a student club by AUSU does imply neither endorsement nor legal liability of the club's activities.

- d. Recognition is granted only, if in the opinion of the VP Internal, that the organization adheres to this policy and agrees to abide by the policies and procedures of AUSU, and the University when appropriate.
3. **Appeals**
    - a. An appeal can be made to the Board of Directors of AUSU for a review of the VP Internals' decision regarding recognition of a student club.
    - b. The Board is not required to complete a review.
    - c. An appeal can be made to the Board of Directors of AUSU for a review of the VP Internals' decision regarding the withdrawal of recognition of a student club.
  4. **Fiscal Year**
    - a. All Club funding is provided in accordance with AUSU. Fiscal year, from the first (1<sup>st</sup>) day of May of any given year to the thirtieth (30<sup>th</sup>) day of April in the following year.
  5. **Commercial Ventures**
    - a. Recognized student clubs may not engage in activities which are essentially commercial in nature. A recognized student club cannot have, as a major activity, a function that makes it an on-campus part of a commercial organization, pay salaries, provide goods and services for a profit, when the profit is used for purposes other than those of the club.
    - b. The previous provision regarding commercial ventures is **not** intended to preclude the collection of membership fees, or of chads for specific activities or events, or to prohibit groups from engaging in legitimate internal fundraising specific to their mandate.
  6. **AUSU Input**
    - a. AUSU will not attempt to censor, control or interfere with any club on the basis of its philosophy, beliefs, interests or opinions expressed unless and until these lead to activities which are illegal or which infringe on the rights and freedoms of others.
  7. **Registration and Funding Procedures:**
    - a. Prior to planning any events under the auspice of a registered club of AUSU all clubs requesting recognition must fill out either:
      - i. New Club Registration and Funding Request Form (Appendix A), or;
      - ii. New Club Registration Form (Appendix B), or;
      - iii. Returning Club Funding Request Form (Appendix C)
    - b. All clubs must adhere to the following Club Registration and Funding Deadlines
      - i. All Clubs can register as an official AUSU Club at any time during the year,

- ii. Any Clubs applying for AUSU funding must apply in accordance with deadlines Spring (SP), Fall (F) and Winter (W), as set by the VP Internal. These deadlines may be updated as needed by the VP Internal, but must fall on or close to the following:
  - 1. Spring Term (SP) Funding Deadline: June 1<sup>st</sup>
  - 2. Fall Term (F) Funding Deadline: October 5<sup>th</sup>
  - 3. Winter Term (W) Funding Deadline: February 5<sup>th</sup>
- c. VP Internal and VP Finance in conjunction with the General Manager will decide on each clubs funding based on the availability of funds in the AUSU operating budget.
- d. The club must sign the Club Funding Contract (Appendix D), if funds are to be provided to the club. The club president/approved representative must sign this contract, with this policy attached, demonstrating an understanding of their liabilities and capabilities under the Union. The original copy of Appendix and signed copy of this policy will remain in the office of the VP Internal or his/her delegate.
- e. Funding will be issued via cheque, payable to the club name, or to an authorized signor for the club.
- f. At the end of the term or year, the club must provide a detailed report with copies of all receipts.

Club Name: \_\_\_\_\_

Authorized Signor: \_\_\_\_\_

Club Signature: \_\_\_\_\_

## APPENDIX A



### ALGOMA UNIVERSITY STUDENTS' UNION

*Club Name:* \_\_\_\_\_

*Date Submitted:* \_\_\_\_\_  
(m/d/year)

#### Guidelines and Eligibility

- Clubs must demonstrate a financial need to acquire funding
- Forms submitted after the deadlines in October 9<sup>th</sup> 2015 and February 12<sup>th</sup> 2016 will not be accepted
- Clubs who register after the specified deadlines will not have their information of posted on our website until the next due date
- Information shall be accurate and up to date
- A report of the club's previous events or activities should be attached if applicable

For further questions or concerns you might have do not hesitate to contact your Vice President Internal by email at: [vpinternal@ausu.algomau.ca](mailto:vpinternal@ausu.algomau.ca)

*Approved: April 9, 2015*

## APPENDIX A

Name of Club: \_\_\_\_\_

Division/Category:

Academic  Cultural  Recreational  Religious  Environmental  Social Issue

Other , please specify \_\_\_\_\_

Founded in: \_\_\_\_\_  
(m/d/year)

Number of club members: \_\_\_\_\_

\*Required contact information of (3) executive positions of your club:

President

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Vice-President

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Treasurer

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

What is unique about your club?

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How will the club contribute to the student life at Algoma University?

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## APPENDIX A

I, \_\_\_\_\_, agree to the rules and regulations of this document and declare that all provided information is accurate. I shall attach a budget form and a report of the club's previous events or activities.

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**Name:**

**Signature:**

**Position Title:**

**Date:**

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## APPENDIX B



### ALGOMA UNIVERSITY STUDENTS' UNION

*Club Name:*

*Date Submitted:* \_\_\_\_\_  
(m/d/year)

#### Guidelines and Eligibility

- Clubs must demonstrate a financial need to acquire funding
- Forms submitted after the deadlines in October 9<sup>th</sup> 2015 and February 12<sup>th</sup> 2016 will not be accepted
- Clubs who register after the specified deadlines will not have their information of posted on our website until the next due date
- Information shall be accurate and up to date
- A report of the club's previous events or activities should be attached if applicable

For further questions or concerns you might have do not hesitate to contact your Vice President Internal by email at: [vpinternal@ausu.algomau.ca](mailto:vpinternal@ausu.algomau.ca)



## APPENDIX B

Name of Club: \_\_\_\_\_

Division/Category:

Academic  Cultural  Recreational  Religious  Environmental  Social Issue

Other , please specify \_\_\_\_\_

Founded in: \_\_\_\_\_  
(m/d/year)

Number of club members: \_\_\_\_\_

\*Required contact information of (3) executive positions of your club:

President

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Vice-President

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Title:

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

What is unique about your club?

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How will the club contribute to the student life at Algoma University?

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## APPENDIX B

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I, \_\_\_\_\_, agree to the rules and regulations of this document and declare that all provided information is accurate. I shall attach a budget form and a report of the club's previous events or activities.

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**Name:**

**Signature:**

**Position Title:**

**Date:**

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## APPENDIX C



### ALGOMA UNIVERSITY STUDENTS' UNION

*Club Name:*

*Date Submitted:* \_\_\_\_\_  
(m/d/year)

#### Guidelines and Eligibility

- Clubs must demonstrate a financial need to acquire funding
- Forms submitted after the deadlines in October 9<sup>th</sup> 2015 and February 12<sup>th</sup> 2016 will not be accepted
- Clubs who update their contacts information after the specified deadlines will not have their information posted on our website until the next due date
- Information shall be accurate and up to date
- A report of the club's previous events or activities should be attached if applicable

For further questions or concerns you might have do not hesitate to contact your Vice President Internal by email at: [vpinternal@ausu.algomau.ca](mailto:vpinternal@ausu.algomau.ca)

## APPENDIX C

Name of Club:

Number of club members: \_\_\_\_\_

Have you applied for funding from AUSU before?

Yes  No

If yes, when and how much?

\_\_\_\_\_

(m/d/year)

\_\_\_\_\_

(Funding amount)

**UPDATE:** The contact information of (3) executive positions of your club:

President

Name:

Email:

Phone Number:

Vice-President

Name:

Email:

Phone Number:

Treasurer

Name:

Email:

Phone Number:

How will the club contribute to the student life at Algoma University?  
(Briefly describe how your club intends to use the funding from AUSU)

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## APPENDIX C

I, \_\_\_\_\_, agree to the rules and regulations of this document and declare that all provided information is accurate. I shall attach a budget form and a report of the club's pervious events or activities.

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**Name:**

**Signature:**

**Position Title:**

**Date:**

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## APPENDIX D

 **QUSU** Club/Association/Services Annual Agreement

**Algoma University Students' Union** hereafter known as **AUSU**, agrees to enter into this contract with "**Club Name**" on "**Date**".

This agreement is based on the following provisions:

1. "**Club/Association**" must abide by **AUSU's non-discrimination policy and all other relevant policies**

and the **Club/Association** agrees:

1. **Club to provide a summary report of activities as well as an income statement for the fiscal year with copies of receipts supporting their actual income and expenses report no later than December 31 for Fall funding; April 30 for Winter or Annual Funding; August 31 for Summer funding, or no funding will be approved the following semester/year.**
2. **Agrees that any monies not accounted for by the dates outlined in #1 must be returned, or funding for the following semester/year will be reduced by the amount not accounted for.**
3. **Agrees that there will be one person from the Club who may receive cheques from AUSU, and this person will be listed on the Club Funding Request form under "Name and Signing Authority". Cheques will not be written to various club members.**

Invalidity or unenforceability of one or more provisions of this agreement shall not affect any other provision of this agreement.

This agreement is subject to the laws and regulations of the state of **Ontario**.

**Funding Provided and to Accounted for:** \$ \_\_\_\_\_

Signed:

On this \_\_\_\_\_ day of \_\_\_\_\_,  
(date) (month) (year)

\_\_\_\_\_  
per AUSU

\_\_\_\_\_  
AUSU Signature

\_\_\_\_\_  
per "Club Name"

\_\_\_\_\_  
Club Signature

*(please print what name the cheque is to be written too, if not the club*

*name: \_\_\_\_\_)*